



# SREE NARAYANA COLLEGE

KARAMCODE P.O., CHATHANNUR, KERALA, PIN : 691572

Affiliated to the University of Kerala

NAAC Accredited with 'B' Grade

Managed by the Sree Narayana Trusts, Kollam

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## E. GOVERNANCE-POLICY DOCUMENT

Recognizing the importance of e governance implementation in operating college activities, Sree Narayana College Chathannur expedited the concept of e-governancelong before, ever since the state government has set off initiatives for implementing E governance in College administration processes. Majority of the college activities are operating through e governance platforms of state government and academic processes via university's e-governanceprograms. College utilizes the EMBASE Pursuit software for managing and planning student life cycle and options for library management is also facilitated in this software.

### **Policy statement**

Our institution has always encouraged the utilization of e-governance strategies in all levels offunctioning of the collegestrictly adhering to the norms of university and state government. Sree Narayana College Chathannur envisages a fully automated electronic working environment in the college; therebythe institution can ensure transparency, reliability and accountability in all stages of service delivery to its stakeholders. E -governance technology being a simple and very efficient machinery to perform the activities of the college, its advantages are effectively utilized in even in the small daily activities of the college which extends to college administration, accounts handling and processing, student admission and examination processes, academic activities and library management.

### **Scope of practicing e-governance**

The scope of practicing e-governance extends to the following areas:

1. Administration
2. Accounts handling and processing
3. Student admission



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4. Examination processes
5. Library management.

### Objectives

- It ensures that all the administrative activities of the college are transparent.
- It has been initiated primarily to encourage a paperless environment keeping a green environment at the forefront.
- As to ensure a more interesting and innovative learning experience, internet connectivity has been provided by the college which also is an initial step to the transition from the older teaching techniques.
- As stated above, as a move towards the new and refined teaching methods, the classrooms have been equipped with desktops, laptops and projectors.
- It provides for a fully automated library.

### Website

Matters considered to be of public importance regarding the functioning of the college and the implementation of new policies have been published in the college website which is accessible to the students and general public. Studying materials, question papers of previous year university examinations, question banks, lecture notes are also made available in the website. College website tries to portray its vibrant front as it also uploads the happenings of cultural importance of the college in the website. This also provides an insight about the courses offered, syllabi of the courses and papers in each course and all the details pertaining to the faculties like the entire curriculum vitae, their publications, teaching and research experience and the admission procedures are also detailed in the website.

### • Administration, Planning, and Development:

Administration processes are computerized with the help of EMBASE Pro Suit, options for planning, development, and library management are facilitated in the software and a few more options are underway like fee collection, accounting, caution deposit module, live interactions, certificate generations etc.

Administration of service related matters (like Employee registration, promotion, increment, transfer, probation clearance, leave application, leave sanction etc) of teaching and non-



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Chathanoor



teaching staffs of Sree Narayana College Chathannur are processed through SPARK software, owned by Finance Department, Government of Kerala.

Pension application and retirement related processes of retiring employees of this college is done through PRISM software of Finance Department, Government of Kerala

- **Finance & Accounts**

Administration of all pay roll and accounts related matters of teaching and non-teaching staffs of Sree Narayana College Chathannur are processed through SPARK software, owned by Finance Department, Government of Kerala.

Bill Information and Management System (BiMS) is an e-Bill portal for Claim Settlements by Drawing and Disbursing Officers (DDOs) which is maintained by Department of Treasuries, Finance department, Govt of Kerala. The Drawing and disbursing officer of this college prepares online contingent bills and then e-Submissions of such bills to treasury are done through BiMS.

PF related account details are processed through GainPF, which is a web based Provident Fund Monitoring system of Govt. of Kerala, driven by core ICT technologies. GAINPF is a workflow based Provident Fund monitoring system that captures the institution, DDO;employee details etc. and provide interfaces and workflows for processing of PF related activities. The system takes care of computerizing the various stages of the work flow of PF subscription entry, Advance & withdrawal, refund, Interest Calculation etc.

- **Student Admission:**

As our college is an affiliated institution under the University of Kerala, its admission procedures are done solely through the admission portal as mandated by the university. This ensures transparency and efficiency in the admission processes. A designated admission coordinator supervises and manages the entire admission procedure which is as per the norms of the University of Kerala

- **Examination:**

Sree Narayana College Chathannur has a reputation of conducting examinations in a scrupulous manner, and has been conducting exams without complaints till date. The online Examination portal of University of Kerala facilitates conducting university examinations encompassing exam registration, hall ticket generation, conduction of examination, paper

valuation and generation of exam results. Being an affiliated institution under the Kerala University, UG and PG examinations are conducted scrupulously as put forward in the examination portal of the university.

**Benefits of practicing e governance in college activities:**

- E governance ensures transparency and accountability in processes.
- Improves the efficiency and productivity of the institution as a whole.
- Workload and cost will reduce significantly owing to the usage of common infrastructure like SPARK, BIMS, Gain PF, University's admission and Examination portal.
- Reduces the burden on environment due to minimum use of hardcopy.



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